

## DIRECTOR OF SPECIAL EDUCATION

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Responsible for planning, administering, and supervising the Special Education program for the School Division.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and implement the school division's special education program to include program development for exceptional students; program compliance and monitoring; staffing decision-making; and on-going collaboration with general education and student services;
- Direct supervision of program supervisors and specialists (Special Education Supervisors, Diagnosticians, Therapists, Psychologists, and Social Workers);
- Financial management of a multi-million dollar budget.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of Virginia special education regulations as well as the federal mandates of IDEA; Possession of leadership skills, qualities, and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and the general public. Ability to manage fiscal and physical resources and to direct the operation of a broad range of activities in order to successfully carry out instructional support activities. Ability to establish and maintain successful working relationships with staff, students, and citizens. Ability to communicate school system policies and programs to the general public, media, and government officials. Ability to communicate skillfully, both orally and in writing, including preparing complex reports, making formal oral presentations, and participate fluently in meetings.

### **EDUCATION AND EXPERIENCE:**

A post graduate professional certificate with a Master's Degree in Special Education, Administration and Supervision, Curriculum and Instruction, or a related area; Endorsements in Special Education and Administration and Supervision PreK-12 are preferred; Experience in an area of special education, school, or central office administration is preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.